

## **AUTOMOTIVE PARTS SPECIALIST**

*FLSA Code: N*

*Job Code: 4110*

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs responsible clerical work in the procurement, storing and issuance of parts for the repair and servicing of city automotive equipment; does related work as required. Work is performed under the immediate supervision of the Automotive Maintenance Supervisor.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Operating automotive parts room; receiving, ordering and issuing parts and supplies; issuing, maintaining and closing work orders.**

Issues parts for service and maintenance of city and school automotive equipment;

Checks work orders for needed parts, checks inventory and orders needed parts and supplies;

Accounts for automotive parts issued, received and closes out work orders;

Prepares and maintains computer records on work orders, parts, inventory, repair records and files;

Makes parts pick ups;

Assists in stock and supply activities for other departments;

Answers incoming radio and telephone calls and monitors computer;

Cleans and maintains shop area;

Performs related tasks as required.

### **REQUIREMENTS/EDUCATION/EXPERIENCE:**

Graduation from high school and some experience in stock and supply activities; possession of an appropriate driver's license valid in the Commonwealth of Virginia; general knowledge of the availability and procurement of automotive equipment parts and supplies, parts inventory and related accounting procedure; some knowledge of the repair and maintenance of automotive equipment; demonstrated ability to operate standard office equipment and establish and maintain effective working relationships with associates. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.